

**Establish a Disbursing Account**

Policy Area: State Disbursing	Effective Date: 7/1/86
Policy Sub Area: NA	Last Revision Date: NA
Authority: G. S. 143B-426.40G	Policy Owner/Division: Statewide Accounting
<u>Policy</u> The State Controller may authorize a State agency to make expenditures through a disbursing account with the State Treasurer.	
<u>Procedures</u> <ul style="list-style-type: none">• A written request to establish a disbursing account must be submitted by the agency to the Central Compliance Section of the Office of the State Controller.• The request must document why a disbursing account is needed and the budget codes from which funds will be disbursed.• The Central Compliance Section will notify the agency of approval or disapproval of the request in writing.• The Central Compliance Section will notify the State Treasurer of the approval of the disbursing account with a copy of approval letter.• The State Treasurer will assign an account number and begin working with the agency on warrant design and authorized signatures.• Once the account number is assigned and warrants are available the agency may begin to use the account.	
<u>Accounting Guidance</u> Note: The State Controller may revoke this disbursing privilege at any time if an agency fails to adhere to the rules and regulations agreed to in the Delegation of Disbursing Authority Agreement.	

Related Documents (Memos/Forms)

NA

Revision History

Date	Description
NA	